

# EXHIBITION GUIDE

On behalf of the committee, we are delighted to welcome you as an exhibitor during the 2024 APSAD Conference, taking place Wednesday 30 October to Saturday 2 November 2024 at the National Convention Centre Canberra, Ngunnawal Country (Canberra).

This exhibition guide will help you to plan a successful exhibition. Please view this exhibition guide to ensure smooth logistics during the lead-up to and during the Conference. Please ensure all items are completed by the due dates listed within.

Please note that exhibitors will not be granted entry to set up their display without prior provision of:

- Current public liability insurance certificate (or indemnity form). Please extend your public liability to cover your display if necessary.
- Signed terms and conditions.
- Onsite contact details.
- Full payment for your participation.

Please ensure you read through all the pages of this exhibition guide. If you have any questions, please contact [mikayla.mason@ashm.org.au](mailto:mikayla.mason@ashm.org.au).

## REQUIREMENTS CHECKLIST

Item	Deadline	Task Complete Y/N
Company logo and 50-word profile	Sunday 15 September	
Register staff online	Monday 12 August	
Custom booth design plans to be send for approval (if applicable)	Sunday 15 September	
Signage, furniture, power, equipment & stand information/ upgrade requests to SBX Expo <a href="#">Additional Power Order Form</a> <a href="#">Furniture Order Form</a> <a href="#">Signage Order Form</a>	Tuesday 1 October	
Indemnity form or public liability cover (certificate of currency)	Tuesday 1 October	
Onsite contact information	Tuesday 1 October	
Send goods to the venue Use the following delivery label when sending goods to the venue. <a href="#">Delivery Label</a> Please ensure the freight is delivered at the correct time frame as stipulated by the venue, otherwise, freight sent prior to this time will be turned away.	<b><u>The venue will only accept deliveries on Monday 28 October</u></b>	

## CONTACTS

Please find below the key logistics contacts for the Conference:

Category	Company	Contact Person	Phone No.	Email
Venue	National Convention Centre Canberra (NCCC)	William Bickerstaff	02 6276 5200	<a href="mailto:nccc.exhibitor@ihg.com">nccc.exhibitor@ihg.com</a>
Exhibition Company	System Built Exhibitions (SBX)	Kerry Marshall	02 6239 1028	<a href="mailto:info@sbx.biz">info@sbx.biz</a>
Conference Secretariat	ASHM	Mikayla Mason	+61 490 108 441	<a href="mailto:mikayla.mason@ashm.org.au">mikayla.mason@ashm.org.au</a>
Exhibition Audio Visual	Encore Event Technologies	Neil Ambida	+61 2 6276 5212	<a href="mailto:neil.ambida@encore-anzpac.com">neil.ambida@encore-anzpac.com</a>

## HELPFUL LINKS

- [NCCC Exhibition and Service Manual](#)
- [Exhibition Floorplan](#)
- [Delivery label](#)
- [Indemnity form](#)
- [2024 Conference website](#)

## PUBLIC LIABILITY INSURANCE

**Please note that exhibitors will not be granted entry to the Exhibition Hall without providing a current public liability insurance certificate, onsite contact form and full payment for your participation.**

**DEADLINE: Sunday 1 October 2024**

Please extend your public liability to cover your display;

- Email a certificate of currency or
- The front cover of your Policy or
- A signed copy of the [Indemnity Form](#) in PDF format

## MARKETING AND PROMOTION

A company profile of no more than 50 words and a company logo is required to promote your participation as an exhibitor in the conference handbook and APP. Please email your company profile text (as a Word document) and your logo (in high-res EPS or jpeg format min 300DPI) to [mikayla.mason@ashm.org.au](mailto:mikayla.mason@ashm.org.au) before 14 June 2024

We are excited you are participating in the Conference. To assist you in promoting your participation we are providing you with tools to market your involvement in the conference.

[Access the Digital Toolkit](#)

## EXHIBITION INCLUSIONS

### Shell Scheme Booth information

- Stand: 3m x 3m with walling (number of walls dependant on position)
- Fascia: 1x company name sign in black and white (with a maximum number of letters to be determined)
- Lighting: 2x 150-watt track lights per booth
- Power: 1x single power point (4 amp) per booth
- Flooring: Shell scheme booths will have venue carpet flooring
- Furniture: 1 x trestle table with cloth and 2 x chairs
- Please note: Additional furniture and any other additional requirements are at the exhibitor's own expense.

### Custom floor space

A technical drawing with all dimensions of your stand and visuals must be submitted for approval by **Sunday 15 September 2024**.

- 3m x 3m total area (unless stated otherwise in agreement)
- Raw floor space will be designated by markings on the floor.
- Raw floor space does not include any accessories and equipment such as fascia, lights or power. If access to electric power is required, please request this with SBX.
- All work must be carried out within the show timetable.
- It is each exhibitor's responsibility to familiarize themselves with any height or weight restrictions of the allocated space before designing the stand.
- All stands shall be entirely self-supporting, without either hanging from the roof or being attached to walls of the venue.
- It is not allowed to use shell scheme walls from neighboring stands for your own purposes
- If you have not chosen a stand builder for your space only stand yet, SBX can provide you with a quotation for your stand.

Custom booth design plans must be sent to [mikayla.mason@ashm.org.au](mailto:mikayla.mason@ashm.org.au) for approval by **Sunday 15 September 2024**.

### Booth Requirements

SBX are the official stand builders for the exhibition.

In order to prepare and confirm your shell scheme booth, each exhibitor must fill and return the below documents and provide to SBX by **1 October 2024**.

[Additional Power Order Form](#)

[Furniture Order Form](#)

[Signage Order Form](#)

Please make sure that you complete all necessary forms online by the deadlines stipulated in the Requirements Checklist above. Failure to do so will result in late order charges.

For any queries, please contact Kerry Marshall (P: 02 6239 1028 E: [info@sbx.biz](mailto:info@sbx.biz))

## STAFF REGISTRATION

Instructions on how to register your staff for the conference were included in the email when you were sent the exhibition manual.

## VENUE INFORMATION – DELIVERIES AND COLLECTION

The exhibition will be held in the Exhibition Hall. Catering will be included in this room for morning tea and lunch and is also where attendees will be able to view posters and take part in poster tours.

Please refer to the [NCCC Exhibition and Service Manual](#) for information on the following:

- Loading dock
- Back-of-house dimensions
- Deliveries – note that the venue will only accept deliveries from **Monday 28 October**.
- All items being delivered the NCCC should be clearly marked using the [delivery label](#) supplied which the name and dates of the conference. Address this to 'their company contact person on site' who will be looking after the stand (not the event organiser)
- Personal Protective Equipment: All visitors to the loading dock and during bump in and bump out in the exhibition hall require high visibility vest/clothing. Footwear must be fully enclosed. Thongs or sandals are not permitted. For visitors or drivers working on-site, safety footwear must be worn.
- Note that the venue does not have a forklift on-site. Should this be required, please organise through SBX.

### Pack Up

- During the Exhibition APSAD Conference Secretariat staff will visit each stand to discuss the pack-out arrangements.
- Don't forget to bring tape/scissors/packaging and your return courier consignment notes for the return delivery of your exhibition materials.
- No responsibility can be taken for goods left behind, unlabelled and without clear instructions or collection arrangements.

### Collection

- Exhibitors may use their own couriers to pick up freight
- A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pickup time with the courier company of your choice *prior* to bump out time.
- Consignment notes should be organised prior to the end of the event. Please note that NCCC staff **cannot** sign the dangerous goods declaration/customs form.

### Pre, During and Post-Exhibition Storage

- NCCC will neither offer storage nor accept delivery of goods outside the specified delivery time. Exhibitors must remove all items related to the event at the end of the conference. Exhibitors acknowledge the right of the NCCC staff to remove any goods left on site after this time and agree to accept the full costs incurred.

**Please note:** If you are using your own transport company, ASHM Health, APSAD or the NCCC cannot sign for the delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.

## SET UP & DISMANTLE

Bump in:	Tuesday 29 October
SBX Bump In:	8:00am – 4:30pm
SBX Mark Up:	8:00am – 9:00am
Custom Stand Build Access:	10:00am – 4:30pm
Exhibitor set up:	4:30pm – 5:30pm or Wednesday 30 October 8:00am – 11:00am

Bump out:	Friday 1 November
Exhibitor pack down:	At the conclusion of afternoon tea (3:10pm – 5:00pm)
Exhibition Bump Out:	5:00pm – 11:00pm

*Note: This includes custom-built exhibits.*

## EXHIBITION OPENING HOURS

Note: All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods. Times are subject to change. Please view the online program [HERE](#) for the most up-to-date timings.

Please ensure you always keep valuable items with you; do not leave unattended on your booth.

## SECURITY

Exhibitors are fully responsible for the total management of their exhibition stand. The organiser will not be held responsible for any damages, robberies and losses incurred by exhibitors, and compensation will not be provided for the loss of personal belongings and exhibits.

The National Convention Centre Canberra will not accept responsibility for damages or loss of goods and property left in the venue prior to, during or after the exhibition. All goods belonging to clients must be claimed and removed from the venue on the last day of the exhibition. Adequate insurance coverage of exhibits is recommended.

During the set-up, dismantle and exhibition operation times the area will be open, and we suggest you take care of your goods and that your booth is not left unattended. Please do not ever leave any valuables on your stand. Whilst every precaution is taken, both the National Convention Centre Canberra and ASHM do not accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

## FLOOR PLAN

Please note that the floor plan is subject to change, however, the Conference Organisers will make every effort not to move allocated stands and will advise exhibitors of any significant changes. [Please click here to view the floor plan.](#)

## PACKING

Please ensure you allow enough time for freight to arrive on time. Please check with your freight forwarder to confirm when you need to arrange delivery to be sent. The following is a list of items we suggest you pack into your 'Exhibition Survival Kit', because you never know when you might need them!

- Scissors
- Sticky tape and Masking tape (for rebinding, packing cases)
- Stapler (staples)
- Power board, extension cord (tagged and tested as per Australian electrical standards)
- Velcro (hook & loop)
- Clearly marked delivery labels for all packages sent to the exhibition (include your company name) and return labels for after the conference
- Pens and permanent markers
- Writing pads
- Mini first-aid kit & mini sewing kit
- Courier consignment notes for sending goods back to the office
- Phone and electronics charges

**All organisers, contractors and exhibitors and their staff must wear safety vests and fully closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.**